



Security China 2014



Official Contractor Service Manual

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A General Information(Show Schedule and Basic Info)

A Show Schedule

Exhibitor working hours in show days

October 28-30/2014 08:30 am-17:00 pm

October 31/2014 08:30 am-15:00pm

Open hours to visitor

October 28-30/2014 09:00 am-16:30 pm

October 31/2014 09:00 am-13:00pm

B Exhibitors Registration

Row space booth

October 25-27/2014 08:30 am-17:00 pm

Shell scheme booth

October 27/2014 08:30 am-17:00 pm

C Venue

The south registration hall of New CIEC

(No.88 Yuxiang St.,Tianzhu Area,Shunyi District,Beijing, P.R. China)

D Building-up Period

Row space booth

October 25-26/2014 08:30 am-17:00 pm

October 27/2014 08:30 am-21:00 pm

Shell scheme booth

October 27/2014 08:30 am-21:00 pm

E Dismantling Period

October 31/2014 15:30 am-21:00 pm

F Organizer Information

The organizer of Security China Exhibition and Security Sourcing Conference

Address:Room 1401,Tower C,International Finance and Economy Center,NO.87,West 3rd North Road,Haidian District,Beijing,P.R. China

Tel:0086-10-68730588

Fax:0086-10-68730788

Website:www.21csp.com.cn

G The clauses for the protecting of Intellectual Property Right (IPR) of SC2014

The exhibitors should perform the obligations listed below:

1. Obeying the laws, statutes and rules for IPR which districted by the state;
2. Assuring the validity of the items on display including exhibits, panel and related publicizing materials, not to encroach the IPR of others;
3. Labeling normatively and holding the identification of IPR for the items which labeled IPR;
4. Accepting the registering and examination for the IPR items from the organizer of Security China 2014;
5. Submitting the arrangements of the organizer for the items that exist the IPR problems.

A General Information(Official Constructor)

In order to facilitate on-site management, the organizers have appointed one contractor to serve you at Security China 2014, please check your booth location and find corresponding contact (the completed forms need to be facsimiled or emailed accordingly) and account information as below :

Exhibitors at Hall E1/E2/E3/E4/W1/W2/W3/W4, please contact :

Beijing Sino Plan Expo Consulting Ltd.

Address : Rm 001, Zhong Lin Shang Wu Hall, 7 District He Ping LI, Dong Cheng District, Beijing. China.

Tel : +86-10-4000358885

Fax : +86-10-64218061

Website: www.sdplan.net

Contact persons:

Ms.Linda XU +86 186 1828 8575

- Water & Compressed Air and Electrical Application and Administration
 - Hall E1 E2:

Contact: Zhao Fang 15510147191	Email: zhaofang@sinoplan.com.cn
Tel : +86-10-400 035 8885 - 868	Fax : +86-10-64218061
 - Hall E3 E4:

Contact: Wang Zhe 13120440470	Email: project@sinoplan.com.cn
Tel : +86-10-400 035 8885 - 823	Fax : +86-10-64218061
 - Hall W1 W2:

Contact: Wang Yufei 13161449071	Email: wyf@sinoplan.com.cn
Tel : +86-10-400 035 8885 - 806	Fax : +86-10-64218061
 - Hall W3 W4:

Contact: Guo Zengyue 13031142038	Email: gzy@sinoplan.com.cn
Tel : +86-10-400 035 8885 - 826	Fax : +86-10-64218061

Bank Account :

COMPANY NAME: Beijing Sinoplan Exhibition Consulting Co., Ltd.

A/C NUMBER: 0126 01421 000 3617

BANK NAME: CHINA MINSHENG BANKING CORP., LTD. BEIJING HEPINGLI
SUB-BRANCH

BANK ADDRESS: Room116, GehuaPlaza, No.1, Qinglong Hutong, Dongcheng District,
Beijing, P.R. 100007 China

SWIFT BIC: MSBCCNBJ001

A General Information(Supplier Contact Info)

Shell Scheme (Furniture Rental)

Beijing Inseno Exhibition Service Co., Ltd.

Address: Room 301-302 A Hall,

Fang Qun Building. No.27

Nan San Huan Dong Road,

Feng Tai District, Beijing 100078, China

Tel: (86)+10-87675079 87675179

Fax: (86)+10-67622244

Website:www.inseno.com

Bank Information:

Company Name: Beijing Inseno Exhibition Service Co., Ltd.

A/C Number: 8666 8052 411 0001

Bank Name: Fangzhuang Branch of China Merchants Bank

Address:First Floor,Building B, Run Tong Business Center No.29 Fangzhuang Fang Guyuan District, Beijing

E1-E4 Contact:

Zhang xin 151 0101 9379

E-Mail:info@inseno.com

W1-W4 Contact:

Sun ju 1501 052 3100

E-Mail:jasonsun@inseno.com

Official Freight Forwarder (Transport/Storage)

Sinotrans Beijing Company Fairs & Events Logistics Branch

Address: 400, 4F of Hall 1, China International Exhibition Center,

No. 6, Beisanhuan East Road, Beijing 100028, P.R.China

Contact:Mr. Guo Jingchun 139 0118 7093

Tel:(86)+10-64671724

Fax:(86)+10-64677828

E-Mail:guojc@sinotrans.com

Hotel Application (Hotel\Ticket Booking\Vehicle Service)

Times Hotel Management Co.,Ltd

Address: XinTianDi.A-1105,XiBaHe,

Chao Yang District,Beijing,China

Tel: (86)+10-57142215

Fax(86)+10-64462177

Contact:Liu er lin 158 0161 2838

E-Mail:hotel@sdhm.cn

Meeting Application (Technology Seminar\Meeting)

Beijing Landun Shian Info Consultant Co.,Ltd

Address:3F,No.19,2 Alley,Yaojiajing,Xicheng Disreict,Beijing,Cina

Tel: (86)+10-62016842/43

Fax: (86)+10-62016296

Contact:Li chun yan 13521937712

Zhong bei shuo 13810215352

A General Information(Recommend Supplier For Row Space)(Design/Building)

Beijing Sino Plan Expo Consulting Ltd.

Address : Rm 001, Zhong Lin Shang Wu Hall, 7 District He Ping LI, Dong Cheng District, Beijing. China.

Tel : +86-10-4000358885

Mobile:Ms. Linda XU 186 1828 8575

Website:www.sdplan.net

Beijing Inseno Exhibition Service Co., Ltd.

Address : Room 301-302 A Hall, Fang Qun Building. No.27 Nan San Huan Dong Road, Feng Tai District, Beijing 100078, China

Tel : +86-10-87675079 87675179

Fax: +86-10-67622244

Mobile:Sun ju 150 1052 3100

Website:www.inseno.com

Beijing Run Vision Exhibition CO.,Ltd.

Address : Room 718,Hua Shang Plaza,No.2 Yanjing Xili,Chaoyang District,Beijing,100025

Tel : +86-10-65919986

Fax: +86-10-65919951

Mobile:Wang fang 134 3980 8997

Website:www.runvision.net

Beijing Heng Yi Zhong Tian Exhibition Co., Ltd.

Address: Rm 360, 4F,Hall 1,CIEC,No.6 East Beisanhuan Road, Beijing

Tel : +86-10-57130301/02

Fax: +86-10-84601178

Mobile:Hong qiang 135 2208 0511

Website:www.hyi-china.com

Nest Expo&Display(Beijing)CO.,Ltd

Adress:Room NO.2209,A Building of the North Pear Plaza,Litang Road, Chaoyang District ,Beijing

Tel : +86-10-58604510/58604511

Fax: +86-10-58604512

Mobile:Guo jung 150 1015 6518

Website:www.nestexpo.com

BeiJing Ideal Exhibition CO.,Ltd

Address: 8 Xitucheng Road,#319 Yadi Bldg. Haidian District,Beijing

Tel : +86-10-82034674/4340

Fax: +86-10-82034091

Mobile:Xu yu 138 1132 2611

Website:www.ideal-expo.com

A General Information(Driving Directions For Truck)



From South,East and Northeast

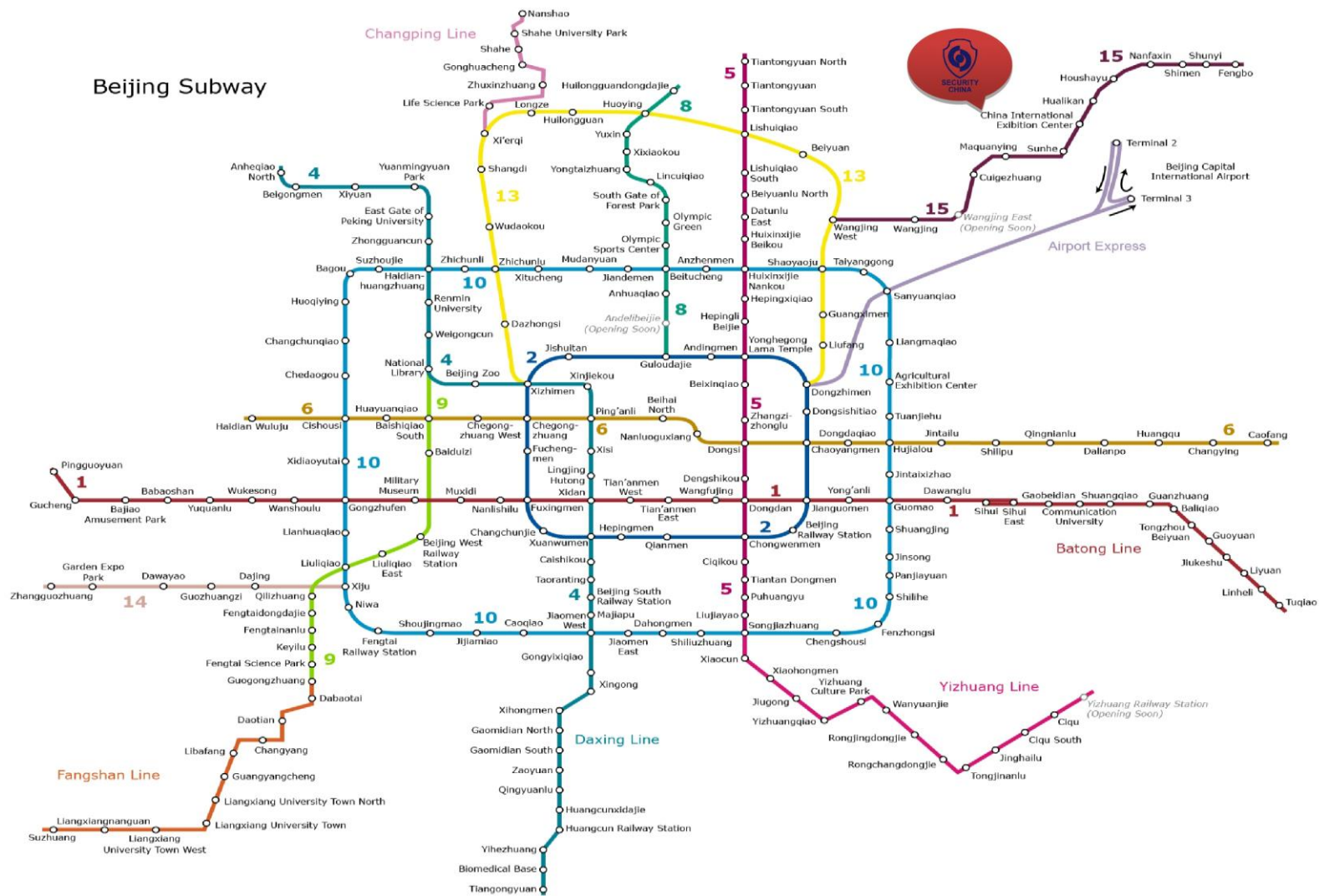
- Take the 6th ring road—exit at Shunping tollbooth—enter Shunping road—get to Kuliushu roundabout—drive toward Tiejiaangying road junction—take the right side of a fork at Tiejiaangying road junction and proceed to Luoma roundabout—go south for Tianbei road—New CIEC is on the left side
- take the East 6th ring road—exit at Shunping road junction—enter Shunping road—get to Kuliushu roundabout—take southbound Jingshun road to Maliandian road junction—New CIEC

From Southwest,West,Northwest (enter from Jingcheng expressway)

Take Jingcheng expressway—exit from Huosha Rd. (Houshayu tollbooth)—drive onto Huosha road—reach Luoma roundabout—go south for Tianbei road—New CIEC is on the left side

A General Information(Beijing Subway)

Beijing Subway



A General Information(Location and Traffic Map)



As the roads around New CIEC are under expansion construction, this map is just for your reference.

Driving direction

Take Jingcheng Expressway—exit from Huosha Rd. (Houshayu tollbooth)—drive onto Huosha Rd.—reach Luoma Roundabout—go south for Tianbei Rd.—New CIEC is on the left side.

Metro line

Take Metro line 13 at Dongzhimen station—get off at Wangjingxi station—take Metro line 15—get off at Guozhan Station.

Bus lines

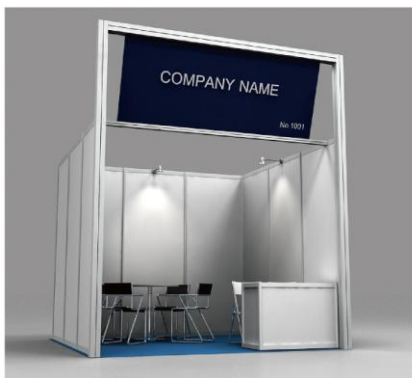
Take bus 915 (to Shunyi), 916 (to Huairou), 918 (to Pinggu) or 970 (to Miyun) at Dongzhimen bus station (departure) and get off at Maliandian bus station.

You can also take bus 915, 916, 918, 970 respectively from Shunyi, Huairou, Pinggu or Miyun and get off at Maliandian bus station.

A General Information(Exhibition Hall's Project Target)

Target	E1\W1	E2\E3\W2\W3	E4\W4	Corridor
Floor Load	5000kg/sq.m	5000kg/sq.m	8000kg/sq.m	
Hall Height(m)	16-19.5m	13-17.5m	13-17.5m	Ceiling 6mH/ Clear 3mH
Raw Space	5m	5m	5m	
Shell Scheme	2.5m	2.5m	2.5m	2.5m
Cargo Entrance	4.7*4.3m	4.7*4.3m	4.7*4.3m	5*5m
Toilet	3	2	3	2
A fire Hydran	5	5	5	N
Electric	67	63	67	N
Water	78	69	78	N
Sewer	78	39	78	N
Radio	Y	Y	Y	Y
Emergency Lighting	Y	Y	Y	Y
DDD	Y	Y	Y	Y
IDD	Y	Y	Y	Y
Internet	Y	Y	Y	Y
Air Compressor	6-8BAR			
Lighting Degree	300Lux			
Machine Provide	220V/50Hz 1P alternating current(criterion provide)/ 380V 3P alternating current(Press application provide)			
Fire Control Equipment	Automation fire control system			Smoke\Temperature alarm system

B Booth Construction(Shell Scheme Construction)



Note :

- A . Standard Shell includes such basic facilities as fascia with exhibitor's name(bilingual), two spotlights, one information counter (square), two folding chairs, one wastepaper basket, one 220V/3A single-phase power point,three panels(two panels in the corner)and needle-punch carpet.
- B . Exhibitor name on fascia board will be written in accordance with the content of "page 11", Requisition form for fascia board words of standard booth" filled in by exhibitors. Once confirmed, the content can not be arbitrarily changed.
- C . In addition to basic facilities, if exhibitors need to rent other facilities, they can complete the "page 14, Furniture and Lights Rental Application" and/or "Form 3, Water & Compressed Air and Electrical Application" and/or "Form 11,Telephone Lines & Internet Access Application"
- D . All the construction materials and exhibition tools for standard stands are provided by Beijing Inseno Exhibition Service Co., Ltd.They are the rental properties and exhibitors should take good care of exhibition panels, exhibition tools and exhibition hall facilities. Strictly prohibit drilling metal tips, carving, scratching and drilling holes on exhibition panels. Panels can not be painted oil paint. Exhibitors' own publicity materials should not be affixed to strong adhesive tape and use glue. If exhibitors are in violation of regulations, they will take full responsibility for all the consequences arising from these.
- E . Exhibitors should not arbitrarily demolish exhibition shelves, exhibition tools; should not hang or lean weights and frames directly on wall panel; should not bring your own exhibition shelves and exhibition tools and connect them to configuration exhibition shelves and exhibition tools in order to prevent collapse.
- F . The socket of 3A/220V is only allowed for use with is only allowed for use with TV / PC / Cell phone chargers, etc. Connecting to machine and lights are strictly prohibited.
- G . All containers and storage supplies must be carried out before exhibition and kept In designated place for empty boxes.
- H . The wastepaper basket will be dumped by cleaners everyday after closetime during the show days, please keep clean and clear within the booth.

B Booth Construction(For Shell Scheme)

Fascia Board

Deadline:Sept.15.2014

Fill-in Appropriately

Please indicate below the name of the company and stand number to be presented on the fascia board.(Please type or print in capital letters). A maximum of seventy (70)letters can be accommodated for English company name and sixteen (16)letters for Chinese company name

English company name:

Chinese Company name:

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Exhibitor name: _____

Venue: _____ Hall: _____ Booth No.: _____

Signature(stamp) _____ Tel: _____

Please send the form to Beijing Inseno Exhibition Service Co., Ltd. by fax or email

Tel:(86)+10-87675079 87675179

Fax:(86)+10-67622244

E1-E4 Contact:

W1-W4 Contact:

Zhang xin Mobile:1510 101 9379

Sun ju Mobile:1501 052 3100

Ext.801

Ext.806

E-Mail:info@inseno.com

E-Mail:jasonsun@inseno.com

B Booth Construction(For Shell Scheme)

Furniture and Light Rental

No.	Item and Description (mm)		RMB/Period
1	Tall Glass Showcase	1030L*535W*2170Hmm	380.00
2	Low Glass Showcase	1030L*535W*1000Hmm	260.00
3	Information Counter	1030L*535W*750Hmm	110.00
4	Aluminium Chair	490L*575W*735Hmm	35.00
5	Sofa		270.00
6	Magazine Rack		70.00
7	Flat Shelf	1000L*300Wmm	40.00
8	Sofa(single seat)		300.00
9	Sofa(double seat)		470.00
10	Sofa(three seat))		600.00
11	Long Glass Coffee Table	1000L*500Wmm	200.00
12	Glass Round Table	800 Φ*780SHmm	135.00
13	Round Table	800 Φ*780SHmm	120.00
14	Folding Chair	510W*470D*720SHmm	25.00
15	Black leather Arm Chair	570W*440D*760SHmm	45.00
16	Bar Stool	370 Φ*840SHmm	100.00
17	Tall Round Table	450 Φ*1200SHmm	130.00
18	Meeting Table	1400L*700W*750Hmm	150.00
19	Belt Barricade	1000Lmm	70.00
20	40W Fluorescent Tube		100.00
21	100W Spotlight		100.00
22	Plasma(limited 100set)		1400.00
23	Upright Water Dispenser		245.00
24	Pegboard(ten A Hook)		200.00

B Booth Construction(For Shell Scheme)

Furniture & Fittings Catalogue



B Booth Construction(For Shell Scheme)

Order form

Deadline:Sept.15.2014

Please make a copy for your own file and fax back to :

Beijing Inseno Exhibition Service Co., Ltd.

Tel:(86)+10-87675079 87675179 ext.801 or ext.806 Fax: (86)+10-67622244

Contact:

Zhang xin Mobile:1510 101 9379 E-Mail:info@inseno.com

Sun ju Mobile:1501 052 3100 E-Mail:jasonsun@inseno.com

Note:

*Exhibitor need to bear all bank handing charge.Order will only be delivered upon receipt of full payment.

*On-site order are subject to availability and a 20% surcharge

Authorized by:

Company:	Hall/Booth No.:
Address:	
Name:	Position:
Mobile:	Tel:
Fax:	E-mail:

The undersigned company hereby orders the rental service of the following to be supplied to our booth during Security China 2014.

Rental List:

Code	Name & Description	Quantity	Unit Price(RMB)	Amount(RMB)
			Total Amount	

Signature(with company chop)_____

Date:_____

Bank Information:

Company Name: Beijing Inseno Exhibition Service Co., Ltd.

A/C Number: 8666 8052 411 0001

Bank Name: Fangzhuang Branch of China Merchants Bank

Address:First Floor,Building B, Run Tong Business Center No.29 Fangzhuang Fang
Guyuan District, Beijing

B Booth Construction(For Raw Space)

In order to maintain the good order and the security of construction, all exhibitors should obey the following regulations:

1.Raw Space Construction Application

Exhibitor please complete "Form6" to your proxy Contractor.Exhibitor's proxy Contractor please complete the Form from 1 to 13 and submit to Official construction. Raw Space Exhibitor with Two-Storey Booth construction must submit the "Form 8, Contractor Declaration on Safety and Security of Two-Storey Booth"

2.Raw Space Construction Approval

2.1 The Raw Space Contractor need to submit a copy of business license / Corporate proxy/Special types of work(for electrician), Construction drawings (floor plan, elevation plan, structure plan, renderings, circuit plan, Electrical box location, etc.) and Proxy of Raw Space Construction, Construction Declaration of Safety Guarantee to corresponding Official Contractor no later than September 15th, 2014 and pay the related fees to start construction. Remark: All documents need an official company stamp.

2.2 All exhibitors or its contractors with double-decker or complex structure or outdoor stand must submit to the Official Contractor detailed structure plan and particulars drawings signed by a certified structure engineer and the examination report by the design institution. Design and construction must fully consider the safety of the booth and guarantee its load-bearing capacity.

Note:

The Organizer/Official Contractor and the relevant government regulating departments reserve the right to make revisions on the construction plans that the Exhibitors and their contractors submitted. All the construction work shall not be commenced until the approval from the Organizer/Official Contractor. Otherwise the Exhibitor or the Contractors shall bear all the costs and consequences incurred.

3. Raw Space Construction Rules

3.1 The appointed Contractor need to submit the design according to the construction regulations and to pay for all related fees and deposit.

3.2 The height limit of the Raw Space booth is set at 5m and the standard booth height is 2.5m.

3.3 No naked flame or welding is allowed in the exhibition halls (such as Alcohol , paint scrubber。 rubber solution , etc) . No inflammable, explosives, poison and corrosion shall be allowed to be brought into the exhibition halls.

3.4 Material for booth decoration must comply with the safe standard and rule of the fire regulation. No inflammable, fiber cloth, elastic fabric, curtain cloth or gauze shall be used for decoration. Mimic Cotton yarn fabric texture decoration materials and special products of combustion shall be less than the national B1-level standard (flame), and provide the material samples and be tested by state authority to have product

testing report signed. ("Fire Safety Regulation For Interior Decoration ").

3.5 Strictly prohibited to use Hall as the top of the grid structure of the temporary stand hoisting tools, For hanging banners, flags, to declare in advance to the exhibition hall, each lifting point shall not be exceeding the weight of 50KG, to obtain consent before hanging, hanging objects is strictly prohibited to connect with the stand structure. Qualified contractor must to prepare self-lifting equipment themselves, operator should have the high-altitude operation qualifications, and worker must be equipped with seat belts. Hanging items should be in the booth within the sideline of leasing area , hanging all kinds of banners, flags at the top of pathway is strictly prohibited.

3.6 All exhibitors and/or its contractors must clean all the waste before Show Days.

3.7 Booth Construction Rule

- a) Carpet or other floor material must be laid on to the contracted floor space.
- b) No part of the booth structure may extend beyond the boundaries of the site allocated. Where the standard height of 2.5m of the booth is exceeded, a distance of 1m must be maintained or the written agreement of the neighboring stand must be obtained. Exhibits are not subject to these restrictions.
- c) Exhibitors are to construct exhibition walls respectively and are prohibited to take advantage of neighboring exhibition wall to show its own name and/or logo.
- d) Limited of boundary wall which is in parallel with the main passage between the two Neighboring stands is 3m. The back face of the wall should be suitably covered and approved by the Organizers.
- e) 3-dimensional display units, advertisement and signboards may not face an adjacent booth from within 3 meters. The back of the 3-dimensional display units, advertisement and signboards must be suitably covered and approved by the Organizers/Official Contractor.
- f) Whether for booth or exhibit fixing, no nailing, drilling on the floor, pillars or walls will be allowed, adhesives and glues on the floors, pillars or walls will be strictly prohibited. Exhibitors shall be liable for all costs arising from restoring or repairing facilities. Exhibitors are responsible for any misbehavior of its staff and the staff of its agents and contractors.
- g) Do not allow hanging point of structure
- h) Insulin Stand is not allowed to construct a whole wall at any one of the four sides (not including inner partition wall within the stand)
- i) In case of usage of glass material, only tempered glass shall apply to ensure the strength and thickness (for curtain glass minimum thickness is 8mm). the installation and hardware must be reliable with elastic material as cushion to ensure safety. Large size glass must be labeled with proper signs to prevent potential damage. The structure must be fixed on the ground and is not allowed to be constructed directly on the glass floor if applied .
- j) Steel structure pillars shall be seamless steel tube with minimum diameter of 100mm and welded with flange plate to reinforce stability.
- k) The width of the main structure wall of the stand shall be no less than 120mm. Over 6m span of wall and steel structure shall apply crossbeam at the top and pillars at the bottom

to ensure integral strength and stability.

3.8 Booth Fitting & Boundaries

All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island booth and national pavilion structures, a back wall must be installed for all other structures. Booth with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

All back walls not covered by neighboring booth must be covered carefully and properly with white solid material. The appearance must be a plain white surface.

- a) Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their structures and fittings, beyond their contracted boundaries.
- b) Unless permitted by the Organizers/Official Contractor, no exhibitor shall be allowed to hang any decorations or other articles up to the height limit of the decoration or the surrounding banisters of the second floor of the exhibition halls.
- c) Erection of partitions or display boards which could hamper the fire fighting system and the air-conditioning diffusers and air flow inside the Halls / Rooms is not allowed, all the entrances and exits shall remain open and clear, booth or exhibits are not allowed to block the passages and entrances which designated by the Organizers and fire safety bureau. In case on violation of such rules, the Organizers / Official Contractor and fire safety bureau reserve the right to adjust and reconstruct such booth and all charges are to be borne by the exhibitors.
- d) Any temporary structures erected must keep a minimum clearance of 1.2 meters (4 feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points. The back wall of the booth shall keep at least a distance of 60cm from the wall of the halls to make the security check easier.
- e) The Organizer suggests the booth design and construction take non-eyesight-block into consideration to optimize the overall visual effect of the exhibition.
- f) The Official Contractor reserve the right to arbitrarily request modification of the size of back board(s) or side board(s) if they are deemed to block neighboring stand or passages. Moreover, the wall & board facing neighboring stand and public areas shall be in high quality subject to the Official Contractor's recognition.

3.9 Booth with front openings to the aisle must be at least half open.

3.10 Painting

Major paintings of displays and exhibition materials are not permitted in the exhibition hall during the set up and exhibiting days. However, "touch-up" painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in period only and all safety precautions and protective surface coverings are put in place.

Any irritable, un-environmental friendly or unsafe paint are strictly prohibited. These precautions include:

- a) Painting in an area with proper ventilation
- b) Use of Non Toxic Paints
- c) Covering the concrete floor with plastic sheet

- d) No painting near the Center's vertical structure(i.e. walls)
 - e) No washing of paint material within or surrounding the center
- 3.11 Instructions for Double-decker (Two-Storey Booth) Construction

Two-storey booth Contractors shall also observe the following rules & regulations:

- a) Two-storey constructions must be designed in such a way, that it is possible to install and dismantle within the designated move in and move out period. No upper storey is allowed across the aisles. Special care must be taken into consideration such as do not obstruct or hide from the view the fire protection system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.
- b) Positioning of cabins/Design of upper storey Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1m from any aisles. A distance of at least 3 meters must be maintained to neighboring booth. If it is not possible to maintain this distance, a closed partition of at least 2m in height must be installed here as a screen. The side facing the neighboring booth must be finished in white, or neutral and clean appearance.
- c) Balustrades of upper storey must be at least 1.05 m in height. Where open at floor level, Vertical bar railing spacing should not exceed 0.11 meters. ("Civil Design Principles" 6.6.3-2) an anti-roll batten must be installed on the floor(height $\geq 0.05\text{m}$). To prevent object (such as wine glasses) being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be circular or round in shape.

d) load-bearing capacity

◆ Load-bearing capacity strength of ceiling:

The load-bearing capacity of the upper storey when used for general meetings and presentations and /or as storage space must be a minimum of 5KN/m², insofar as a higher capacity is not required in accordance with DIN 1055,Part 3.In accordance with DIN 1055,a capacity reduced to 2KN/m² is permissible under the following conditions:

◆ Use of the upper storey as office, salesroom (less than 50sqm in area),lounge or hallway, within which persons only stay for limited periods. The stairways must be closed to the general public with corresponding signs clearly visible. The designated use of such rooms must be clearly indicated in the planning documents submitted.

◆ Strength of stairways:

All stairways are to be constructed in accordance with DIN 18065, with a load-bearing capacity of 5 KN/sq.m

◆ Strength of balustrades/banisters:

Balustrades and banisters must be designed within booth horizontal loads of 1KN/m at the level of the handrail.

d) Fire prevention:

◆ The maximum length of any escape route from the upper floor to the aisle is 25 meters.

- ◆ If the upper storey more than 100sqm in area, at least two stairways are required, at opposite ends of the booth, one of which must emerge beyond the covered area of the booth.
- ◆ The space beneath and alongside open-tread stairways must not be used for storage, or for the installation of shelves.
- ◆ If the area covered by the upper storey exceeds 30sqm, a sprinkler system must be installed in accordance with VDS regulations, with one sprinkler unit to be installed every 12sqm or part thereof of covered space.
- ◆ All of the rooms must be incorporated within the sprinkler system.
- ◆ No area of the upper storey may have a closed ceiling or canopy. Metal grids 1cm×1cm in modular dimension are permitted. Inclusive of lighting elements, the open area must comprise at least 80%.
- ◆ All cabins and enclosed areas must permit clear sight of the outer exhibition hall. Up until final approval of the completed booth, additional measures of safety or fire prevention may also be imposed if deemed necessary.

4. Booth Cleaning

- 4.1 During build-up period, light trash can be placed indoors properly, whereas large size construction trash must be removed to outdoors specified place.
- 4.2 During show days, the Organizer will take responsibilities to clean the passage before opening time. Exhibitors please put the trash on the passage after the close time and keep the stand tidy from time to time.
- 4.3 During Tear-down period, all the structures, equipment and trash of the stand must be dismantled and moved out. In case of malicious abandonment, the Official Contractor reserve the right to non-refund the construction deposit.

5. Water & Compressed Air and Electrical Supply

- 5.1 The Official Contractors to carry out all electrical work on all booths (standard booth and raw space) at the Exhibition and all charges therefore shall be paid by the exhibitors.
- 5.2 For the security reason, the connection of water\power\compress air from main switch is installed by the exhibition hall. The exhibitor is responsible for the connection to their machine and equipment.
- 5.3 The Organizer provide general lighting and power supply with 3 phase 380v/50hz and single phase 220v/50hz in the hall. Single phase 220v/50hz 5amp power supply is provided for standard booth. Exhibitors who need extra power, water and/or compressed air supply shall complete "Form 3, Water & Compressed Air and Electrical Application (during Show days)" .
- 5.4 Electrical will be cut off 10 minutes after the closing of the exhibition each day. However, a 24-hour power supply can be provided at the exhibitor's cost by prior applications to the Official Contractor.
- 5.5 Temporary power supply can be arranged during move-in and move-out, please

contact the Official Contractor should you require such services.

5.6 The electrical requirement for lighting and power should be applied separately.

5.7 Electrical workers must hold professional certificate and operate properly subject to inspection of the Official Contractor and the exhibition hall.

5.8 All lighting fixtures and electrical facilities and materials must conform to safety criteria and standard. The minimum sectional area of the insulation conduct is 1mm². All connections of electrical appliances must be covered without exposure.

5.9 Exhibitors who rent the compressed air and water from the Official Contractor should provide their own air drier and water circulation device.

5.10 According to the Beijing municipal governmental regulations, if machines need water circulation, such device must be provided by exhibitors and direct drainage is not allowed otherwise, the exhibition hall have the right to refuse its water application.

5.11 All air compressors and other pressure vessels shall be installed in the specified place outside the exhibition halls.

- Attention
 - a. Please ensure that you had ordered sufficient power for your exhibits and equipment, over electrical capacity is not allowed.
 - b. No strong-lights, flashing lights, neon lights could be used by the exhibitor. All electrical devices shall be warranted for safety. The Organizers/Official Contractor shall stop the supply of electrical to those exhibitors whose electrical devices have hidden danger.
 - c. Please ensure that you had ordered one power outlet for each individual machine, and no universal extension outlets shall be used.
 - d. If any exhibitor's electrical real capacity exceeds the applied capacity, and cause harmful effects to the operation of the machines of other exhibitors or the electrical system of this show, the Organizers/Official Contractor shall immediately stop the supply of electrical to such booths, and exhibitors should be responsible for any losses caused therefore.
 - e. No compressed air system is allowed to be placed in the hall. Please contact the Official Contractor if you need to order any compressed air for your equipment.

6 Booth Dismantle

6.1 Booths may be dismantled only after the closure of the exhibition show days. All dismantling and restoration of the flooring must be completed no later than 5:00p.m. 24 Jun, 2014.

6.2 After the above-mentioned date, the Organizers/Official Contractor shall be at liberty to remove and store the exhibits until claimed by the exhibitor. All the costs thus caused by the removal and storage and the risk of theft, loss or damage shall then be the exhibitor's responsibility.

6.3 Damage to Hall Facilities Caused by Exhibitors

Once the exhibition is closed, stands, including flooring, must be restored to their previous

condition. Exhibitors shall be liable for any damage caused to the building or its equipment and for damage to flooring caused by the leakage of oil.

7 Fire Precautions

All Exhibitors must comply with and ensure that all their contractors, staff, agents, and servant, etc, comply with the prevailing government fire prevention law and the fire safety regulations and building codes of the Beijing Fire Safety Bureau, the Organizers and the Official Contractor.

7.1 Any inflammable materials are prohibited.

7.2 Keep clear of fire-fighting passage at any time.

7.3 No smoking in the exhibition halls.

7.4 All exhibitors/contractors and their employees, agents and other staff must observe the fire prevention law and regulations of the government and NCIEC.

a) Any person who encounters an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it with the fire extinguishers and/or remove all items in that vicinity.

b) No packing materials or brochures may be stored behind the walls of perimeter booth or any other designated service areas. Fire lane in and around the Center must remain clear and unobstructed.

c) Written approval must be obtained from the Beijing Fire Safety Bureau for the following:

◆ Display and use of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.

◆ Display and use of any electrical, mechanical, or chemical devices which might be deemed hazardous must be submitted to the appropriate controlling authorities for approval.

◆ All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is prohibited in the hall. Advertisement balloons are prohibited to hang in the exhibition halls.

◆ Each booth should appear a sufficient number of fire extinguishers and other fire-fighting equipment, as detailed in "The provisions of the Beijing Municipal Fire Safety".

8 Local Regulations

8.1 It shall be the exhibitor's duty to respect and honor all local regulations, in particular safety and fire regulations, and local administration laws and regulations.

8.2 The Organizers has been entrusted with the execution of all regulations on the premises and exhibition venue and shall be authorized in case of non-compliance to take necessary action.

9 Others

9.1 Please refer to notes of all types of forms for other provisions.

9.2 Exhibitors shall complete all necessary forms within the time limit otherwise the requests may be not satisfied.

9.3 Exhibitors shall make all indispensable payment and corresponding payment for different applications otherwise invalid.

9.4 All exhibitors/contractors must observe all rules and regulations of Organizer, Official Contractor and exhibition hall.

9.5 On-site management

a) Workers must wear uniforms and badges, all the works would be required to wear helmets during the build-up period and consciously accept the personnel inspection. High place operators must wear safety belt and electricians must hold certificates and wear insulation shoes.

b) Workers must comply with and obey on-site management, workers must follow the timetable and work within the work area; work in non-regional and non-working hours to work without permission is strictly prohibited.

c) Worker must pay attention to security and public facilities with the necessary security equipment.

d) Workers must conscientiously care for public facilities within and outside the exhibition hall shall not be piling up debris and materials on the grass. No smoking inside the hall.

e) Transport vehicles are not allowed to entrance the exhibition hall without authorized permission, and must leave immediately after unloading, overnight parking is prohibited.

C Hotel Information

Times Hotel Management Co., Ltd. has been appointed the official accommodation reservation agent. To ensure the good accommodation for the exhibitors and visitors during the **2014 China International Exhibition on Public Safety and Security Exhibition** from 28/Oct - 31/Oct, while save the cost, we have reserved rooms in the nearest hotels around the New CIEC with discounted rates as follows.

HOTEL INFORMATION

Co de	Hotel Name	Room Type	Preferential Rate	Breakfast	Distance to New CIEC	Internet
1	Crowne Plaza International Airport Hotel ★★★★★	Superior	¥750 net/N	two	0.5km	¥ 120/N
2	Best Western Grandsky Hotel Beijing ★★★★★	Deluxe	¥600 net/N	two	1.5km	free
3	Hotel IBIS Beijing Capital Airport ★★★★	Standard	¥360 net/N	two	4km	free

Notes:

- All hotels provide free shuttle bus for airport and New CIEC transfer to hotel.
- All hotel bookings are subject to availability. To ensure your reservation successful, please send back your reservation form before 06/Oct.
- As hotel requested, credit card information is required to guarantee the booking. After your arrival, payment could be made by cash or credit card.
- No cancellation charge is requested, provided that if there were any cancellation, just inform **one week** before your arrival date..
- If you need other services such as flight ticket , car rental, tourism ,translator ect please feel free to contact us.

C Hotel Information

Hotel Name (code)	Full name (Same as on Passport)	Check-in Date	Check-out Date	Room Type (King-size or Twin bed)	Remark
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				

Hotel Limo Airport Pickup Service:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Arrival Flight / Time: _____		
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB <input type="checkbox"/> Diners		
Credit Card No.:		Expiry Date	
Holder's Signature:			

Authorized by:				Please make a copy for your own file and return to:	
Name:		Position:		Contact: Frank Lin Times Hotel Management Co., Ltd. Tel: 86 10 64462842 Fax: 86 10 64462177 Mobile: 13466550528 E-mail: hotel@sdhm.cn sdhmhotel@aliyun.com Website: www.sdhm.cn	
Company:		Booth No:			
Email Address:					
Tel:		Fax:			
China REP. Tel:		Fax:			

D**Form(For Raw Space)****Deadline Sep. 15,2014****Form 1: Construction Management Project Application**

Please download before fill-in.

Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures.

If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

Item and Description	Unit	Unit Price(RMB)	Quantity	Total
Hall Management Fee	Sqm	35/sqm		
Worker Badge	Person	65/pic(deposit 30)		
Move-in Car Pass	Per car / 2 hr	70/pic		
Move-out Car Pass	Per car / 2 hr	70/pic		
Rubbish Disposal Fee	Sqm	3/sqm		
Deposit	Per 100 m ² (up rounding)	20000/100m2, maximum 200000.		
Total:				

Important:

- 1.Full payment amount shall be remitted into our account while remitter shall bear the bank charge.Please refer to your bank for bank charge details.
- 2.Order without full payment will not be entertained.Late order subjected to availability and 30% surcharge.On site order subjected to 50% surcharge.

Bank Account :

COMPANY NAME: Beijing Sinoplan Exhibition Consulting Co., Ltd. A/C

NUMBER: 0126 01421 000 3617

BANK NAME: CHINA MINSHENG BANKING CORP., LTD. BEIJING HEPINGLI
SUB-BRANCH

BANK ADDRESS: Room116, GehuaPlaza, No.1, Qinglong Hutong, Dongcheng District,
Beijing, P.R. 100007 China

SWIFT BIC: MSBCCNBJ001

Exhibitor's Name:

Contact: _____ Position: _____ Mobile No.: _____

Tel: _____ Fax: _____

E-Mail: _____ Hall: _____ Booth NO.: _____

Signature: _____ Date: _____

D Form(For Raw Space) Deadline Sep. 15,2014

Form 2: Raw Space Construction Application

Please download before fill-in.

Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures.

If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

Booth No.				
Exhibition		CIMES 2014		
* Exhibitor		Tel		
* Contractor		Tel		
Venue		Hall No.	Booth No.	
Move-in date				
Move-out date				
Workers		Electrician: Woodworker: other skilled:		
		Total:		
* Construction Area	m ²	* Size	L:	W:
Onsite Manager	Name:		Mobile:	
Safety Manager	Name:		Mobile:	
Materials				
* Electrical (KW)				
Applicant		Tel		
Remark from the Official Contractor				
Note				
1.The items marked * must fill in truthfully , and contractor must to be held accountable for its inaccurate information. 2. Please attach the copies of Worker's ID card, certification of Electrician and other technician behind this form. 3. please attach the Legal Person Trust Deeds of contractor behind this form.(stamp with official seal) 4.Please attach the copy of Business license behind this form.(stamp with official seal)				

D**Form(For Raw Space)****Deadline Sep. 15,2014****Form 3: Power,Water & Compressed Air**

Please send this form to Official Constuctor:

Beijing Sino Plan Expo Consulting Ltd. (Refer to Page 4)

The undersigned company hereby orders the rental service of the following to be supplied to our booth during Security China 2014.

Name & Description	Unit Price (RMB)	Quantity	Amount (RMB)
For Lighting			
15A/220V	1001.00		
20A/220V	1573.00		
30A/220V	2002.00		
40A/220V	3146.00		
50A/220V	3432.00		
60A/220V	4290.00		
80A/220V	6006.00		
100A/220V	7865.00		
For Machinery			
Temporary 15A/220V	325.00		
15A/220V/24hr	2340.00		
30A/380V/24hr	6500.00		
15A/220V	1300.00		
30A/380V	2535.00		
60A/380V	4563.00		
100A/380V	7774.00		
Note:24-Hour power supply must not be used as uninterrupted power supply.Power supply for lighting and machinery shall apply separately and mix used are strictly prohibited.			
Compressed Air & Water Supply and Drainage			
300L/Min	2600.00		
600L/Min	3900.00		
1000L/Min	5200.00		
Water supply for life,19mm	2860.00		
Note:1.The compressed air provided by the hall is the general compressed air with output pressure of 0.6 to 0.8Mpa.The exhibitors shall do its own connection to the machine at their own cost. 2.Direct drainage is prohibited.Exhibitor shall prepare his own water circulation device.			

Authorized by:

Name: _____ Booth No.: _____

Company: _____

Tel: _____ Fax: _____

E-Mail: _____ Date: _____

Important:

1.Full payment amount shall be remitted into our account while remitter shall bear the bank charge.Please refer to your bank for bank charge details.

2.Order without full payment will not be entertained.Late order subjected to availability and 30% surcharge.On site order subjected to 50% surcharge.

D Form(For Raw Space) Deadline Sep. 15,2014

Form 6: Appointment of Raw Space Contractor

Exhibitor Name _____ Booth Number _____

Our company is the exhibitor of Security China 2014. Our booth size is _____ sq.m with the length of _____ m and width of _____ m.

We hereby appointed _____ (contractor name) as our booth contractor.

I would like to certify the following:

1. The contractor was certified as qualified booth contractor and is the only booth contractor for our booth
2. We have legally binded with the appointed contractor to ensure that the stand is built is according to the safety rules and regulations.
3. Both our company and the appointed contractor had read and fully understand the rules and regulation set by the organizer and exhibition center. We had informed the appointed contractor to ensure the safety of on site operation.
4. We will, together with the official contractor, supervise the safety measurement. The organizer reserved all right to fine if the safety rules and regulations is not complied with.
5. We will supervise the construction work done by the appointed contractor. Failing to observe the rules and regulations set, the organizer reserved all rights to ascertain the responsibilities lies under our company and the appointed contractor.

Signature & Stamp:

Date:

D Form(For Raw Space) Deadline Sep. 15,2014

Form7: Contractor Declaration of Safety & Security

Please download before fill-in.

Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures.

If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

The Agreement on the Safety Responsibilities in the Construction of Raw Space in New China International Exhibition Center.

Our company is entrusted by _____(Company name) with the build-up of booth _____ for Security China 2014. We are responsible for the safety and security during the entire exhibition period.

- i. Builders shall strictly abide by the “ Safety regulations on Large-scale Social Activities in Beijing”, “Fire Safety regulations on Exhibition”, “Regulations in the Construction of Exhibition Facilities in New China International Exhibition Center”, “ The Detailed Implementation Rules in the Construction of Exhibition Facilities in New China International Exhibition Center “,The penalty Rules in the Construction of Exhibition Center’ , The Environmental Requirements in the Construction of Exhibition Facilities in New China International exhibition center “ and other relevant rules and regulations, also put all their activities under the construction management and supervision ,inspection of relevant department of New China International Exhibition Center Group Corporation (hereinafter referred to as NCIEC)to ensure the safety to the booths and personnel.
 - ii. Before construction ,the builders shall undergo the procedures of registration of their construction qualifications, construction blueprints for approval , etc . in accordance with the relevant rules and regulations of NCIEC, and pay the related fees.
 - iii. The builders are responsible for the safety and fire prevention during construction period where they should appoint a person in charge of safety and prevention onsite.
 - iv. The booth structure should be firm and safe .Fire-retardant or fire-proof materials should be used in booth construction, and the use the elastic cloth and textile cotton fabrics for decoration is prohibited.
 - v. Hanging or binding of the booth structure on the exhibition hall, pillars, and railings of second floor and on the various special pipelines is prohibited .All the substances should be connected to the main structure of its own booth .Using the grid on the top of the exhibition hall as a tool for hoisting booth structures is strictly prohibited.
 - Vi. Before the building of two-storey booths or a booth with complex structures and the open-air booths, the construction units are required to provide a detailed plan of the structure of the booth bearing the stamp of approval by certain design institute with relevant qualifications and the stamp of a registered construction engineer at National level 1 and an audit report. From design to construction, builders should take full account of booth security, ensuring that all connections of the booth structures and the overall booth construction are firm.
 - Vii Two-story booths must prepare fire extinguishers passed the annual inspection.
 - Viii Booth structures in the exhibition hall shall not be allowed to block the fire facilities, electrical equipment, emergency exits and visitors’ pathways. Floor structures must be within the scope of the booth where the structure edge should have a gentle slope leading to the public pathway to prevent the gap with the ground causing body harm. Construction of booth structures, booths, the whole floor structures and stacking of a variety of goods under the fire shutter doors are prohibited.
- Any form of packing or shielding of the exhibition hall column near the fire shutter doors is prohibited to ensure the smooth movement of the fire shutter doors.
- ix The heights of the booths with special equipment should not exceed the limits. The height limit in the hall is 5m.

- X Wind prevention measures must be taken for the outdoor booths to ensure the toughness, stiffness, firmness and local stability of the booth structures.
- Xi Use tempered glass for decoration and ensure its toughness and thickness (for glass walls, the minimum glass thickness is 8mm). The installation of glass shall be suitable and reliable. When installing glass, put glass pieces into metal frames or fix them with special metal pieces, with elastic materials as cushions between metal and glass for safety. Put obvious warnings on big pieces of glass. Don't fix pillars and walls on glass-made floors, fix them on the solid floors under them instead.
- Xii Materials used for building booths shall be in conformity with the standards of materials used for temporary buildings set by the relevant government branch and with the standards of environmental protection. In addition, the materials chosen shall reflect the characteristics of the exhibition.
- Xiii No smoking in the exhibition hall. No flammable, exposable materials and no fire during the construction.
- Xiv Booths must be roofed by less than 100% (including 100%) so as not to influence or/and block the fire alarm system.
- Xv Construction workers must show correspondent entrance permission cards and professionals must show correspondent certificates when entering the center for construction.
- Xvi Neon lights must be used for decoration. Electrical equipments and materials (such as lightings) must have CCC on them and shall be installed and used according to the standards and procedures concerning the use of electrical set by Beijing municipal government. Electrical equipments shall be connected by double insulated cables and the terminals must be kept in insulated boxes without been exposed.
- Xvii Power is supplied for 24 hours by NCIEC, but it is not for unremitting use.
- Xviii Builders shall not use the fixed facilities (such as power distribution boxes, water supplies, gas supplies, etc.) in the exhibition hall. Lightings, sockets, distribution box and the like for outdoor use must be water-proof, and electrical equipments for outdoor use must be placed with water-proof measures.
- Xix After the opening of the exhibition, builders shall appoint a staff / staffers, staying in the hall and maintaining safety there of.
- Xx After the exhibition, builders shall move all building materials away from the hall and do cleaning necessary with no materials left in the exhibition hall.
- Xxi The Dept. supervising the booth building reserves the right to impose restrictions in special occasions. And the Dept. officials have the right to enter booths for inspection. All special contractors have to finish clearing the stand before the dismantling period, without leaving them around the exhibition hall. Otherwise ,the official service department has the right to strike off all the construction deposit.
- Xxii Cruel construction is forbidden during the setup/dismantling period. The Contractor shall bear all responsibilities for accidents hereto.
- xxiii Builders shall bear all responsibilities for all accidents (including death ,fire , damages to the facilities in the hall ,etc.) rising from their violations of the above stipulations and compensate NCIEC for all economical and nominal losses caused by them.

I have read this agreement carefully and promise to strictly observe the above stipulations.

Company Name (stamp):

Signature: Mobile:

Date: (MM/DD/YY)

D**Form(For Raw Space)****Deadline Sep. 15,2014**

Form8: Contractor Declaration of Safety & Security of Two-storey Booth

Please download before fill-in.

Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures.

If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

The Agreement on the Safety Responsibilities in the Construction of Two-storey Booth in New China International Exhibition Center.

Our company is entrusted by _____(Company name) with the build-up of two-storey booth _____ for the Security China 2014. We are responsible for the safety and security during the entire exhibition period.

1. Builders shall strictly abide by the “ Safety regulations on Large-scale Social Activities in Beijing”, “Fire Safety regulations on Exhibition”, “Regulations in the Construction of Exhibition Facilities in New China International Exhibition Center”, “ The Detailed Implementation Rules in the Construction of Exhibition Facilities in New China International Exhibition Center “,The penalty Rules in the Construction of Exhibition Center’ , The Environmental Requirements in the Construction of Exhibition Facilities in New China International exhibition center “ and other relevant rules and regulations, also put all their activities under the construction management and supervision ,inspection of relevant department of New China International Exhibition Center Group Corporation (hereinafter referred to as NCIEC)to ensure the safety to the booths and personnel.
2. The booth with two-storey design must provide particular structure drawings with stamp of qualified institution. Safety must be taken into fully consideration from design to construction to ensure stability of integral structure and each conjunctions.
3. No carpet on the second floor. The material applied shall be fire-proof metal decker and meet B1 fire-prevention.
4. Fire extinguisher must be applied every 50 sqm for the second floor.
5. The area of the second floor shall not exceed 1/3 of the area of the first floor and the stairs is straight rather than spiral.
6. High power lights are prohibited for the second floor and the second floor cannot be sealed roof.
7. Power safety must be guaranteed during the whole exhibition. If the official contractor discover safety hidden dangers in terms of power use or the capacity is over – used, contractor must take measures to book more electricity box otherwise the power supply will be cut off.
8. Safety staff shall be on-site everyday during build-up, show days and tear-down, to ensure safety of the two-storey booth.
9. All the materials must be dismantled and removed out of exhibition hall during tear-down. No stacking in the booth or within the exhibition.
10. Careless construction is prohibited otherwise contractor will be held full responsibility for any safety incidents aroused.
11. Any violation of the above terms and conditions by the contractor during build-up tear-down or transportation will hold the contractor itself full responsibility for any casualties, and/or damages etc and shall remunerate any economic and/or reputational losses incurred thereafter to the Organizer, the Official Contractor and NCIEC.

I have read this agreement carefully and promise to strictly observe the above stipulations.

Company Name(stamp):

Signature: Mobile:

Date: (MM/DD/YY)

D Form(For Raw Space) Deadline Sep. 15,2014

Form 9 : Booth Construction Rules and Punishment

Please download before fill-in.Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures.If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

Exhibitor (company name):

Booth number :	Contact person:	Tel:	Fax:
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Contractor (company name):

Contact person:	Mobile number:	Tel:	Fax:
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Once the contractor whose contravene the exhibition management rules shall be liable for the all the damage caused to booth structure topple down , casualties, fire and etc. during the move in, move out ,transit and open days. The Official Contractor will give the contractor a warning , recoup their deposit and give them a publicity in industry, depending on the seriousness of the case.

In order to guarantee the safety of workers' life and the property of people onsite during the construction, Please consciously abide by the rules and regulations of the exhibition, and sign related Contractor Declaration on Safety and Security Forms

Once the contractor contravene the relevant rules, please accept the punishment as following:

N o.	Items	Forfeit (RMB)
1	Unauthorized power connection without written permission , the contractor need to pay for the cost of power and pay the for forfeit	5000
2	The use of fire operations in the exhibition hall without written permission, their equipment would be confiscated, and pay for the forfeit	More than 2000
3	Failing to wear safety helmets during the construction, the construction imposed a fine of RMB 200 per person	200/pers on
4	The contractor or the exhibition connect the water equipment caused to the leak or the power short circuit and etc. the contractor or the exhibition need to pay for the damage to the exhibition hall and to pay tor the forfeit	2000~50 00
5	If the booth has potential safety hazard ,the contractor must setting the isolation area immediately and fix it, and pay for the forfeit	2000~10 000
6	Any structures which block the fire exits, fire shutter doors, emergency exits, consumer facilities, public access, power distribution equipment and camera must be removed. The contractor need to pay for the forfeit.	2000~50 00
7	Any electrical connection to violate the electrical installation and construction specifications, without valid credentials ,should be stopped immediately, and pay for the forfeit	2000~50 00
8	Using all kinds of combustible textile articles ,wooden structure without fire retardant paint, carpet is not inflaming retarding or fire resistant (Level B1),it should change all the Unqualified materials, and pay for the forfeit.	2000~50 00
9	Glass is not tempered glass, and not a professional hardware fixed, should be changed and pay for the forfeit.	2000~50 00
10	The contractor to violate the electrical connection regulations ,to use prohibited electrical materials (neon, high-temperature tungsten, high-temperature quartz lamp, twist wire, etc.),should stop and pay for the forfeit.	2000~50 00

11	Painting and the others to violation rules of fire safety management in the exhibition hall ,should be stopped Immediately and pay for the forfeit	2000~5000
12	Booth construction with flammable and explosive materials (thinner, alcohol, etc.), should be stopped and pay for the forfeit.	2000~5000
13	Using the electric saws, electric planers , electric cutting and etc. to violations of the rules of the exhibition Hall, should be stopped and pay for the forfeit.	2000~5000
14	Dumping any wastes in the exhibition hall	2000~5000
15	No covering the back face of the wall between the two neighboring stands which is higher than the other side.	2000~5000
16	The height of the booth exceed the height limited of the exhibition hall ,the contractor should rectify the height of the booth ,and pay for the forfeit.	2000~5000
17	Using the any roof structures , walls ,pillar ,doors ,windows and all kinds of special pipes to hanging, tied up, paste , and etc, during the booth construction. The contractor should remove them, and pay for the forfeit.	More than 2000
18	During move in and move out , if the goods or the stand structure block the aisle, and the contractor doesn't carry out the notice ,should pay for the forfeit.	2000~5000
19	During the show time, put the construction equipment (ladders, scaffolding, , etc.) in the gallery (except in their own booth), in addition to compensation for the resulting losses caused to the hall, and pay for the forfeit.	More than 2000
20	During move out , the brutal dismantling, pushing and carrying have making the damage to the floor of the exhibition, should pay for the forfeit.	More than 2000
21	During the move out, the contractor sold the stand structure to the individual and company to back-out ,should pay for the forfeit.	2000~5000
22	During move out, the contractor doesn't clean up the space or not acceptance of the Official Contractor ,should pay the forfeit	2000~5000
23	If the contractor doesn't coordinate with the management department of the exhibition and the Official Contractor ,should pay for the forfeit in serious cases.	More than 2000
24	After the show starts, the exhibition hall and the Official Contractor will conduct on-site inspection of declared power use, if not declare truthfully, the over part will be surcharged by 100% and if electricity box is over-loaded, related fee will be charged otherwise deducted from deposit.	

Note:

1.The above forfeit will be deducted from the deposit.

2.The Official Contractor have the right to take measure to stop the contractor which to violate the rules ,refuse to implement the rules after received the warning. The forfeit will be deducted from their deposit.

Contractor (company name):

With official stamp and authorized signature :

Mobile number:

Date: (mm/dd/yy)

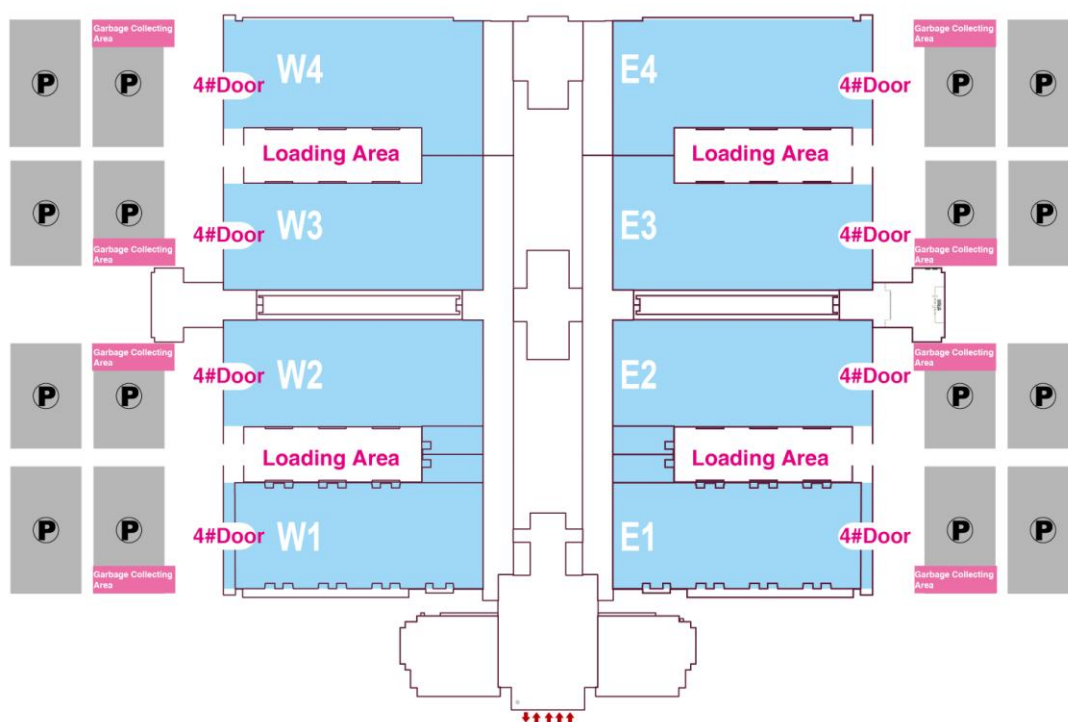
D Form(For Raw Space) Deadline Sep. 15,2014

Form 10: Garbage Collecting Area and Loading Area

Please download before fill-in. Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures. If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

It is not permitted to store anything in the public area of the venue or at the back of the booth. Please contact with the specified forwarder of the fair if storage of any sundries and cartons is needed. The official freight forwarder will set service counters at the South Registration Hall and each of the four Unloading Zones of the New China International Exhibition Center.



If the constructor will waste abandoned in the loading area, the Official Constructor will have the right to deduct the deposit from 2000 to 10000.

The Official Constructor have the final explanation right.

Exhibitor's Name: _____

Contact: _____ Position: _____ Mobile No.: _____

Tel: _____ Fax: _____

E-Mail: _____ Hall: _____ Booth NO.: _____

Signature: _____ Date: _____

D Form(For Raw Space) Deadline Sep. 15,2014

Form 11: Telephone Lines & Internet Access Application

Deadline September 15,2014

Please send this form to Official Constuctor:

Beijing Sino Plan Expo Consulting Ltd. (Refer to Page 4)

The undersigned company hereby orders the rental service of the following to be supplied to our booth during Security China 2014.

Name & Description		Unit Price (RMB)	Quantity	Amount (RMB)
3101	Local Telephone Line	880.00		
3102	DDD Line(Deposit RMB500.00)	880.00		
3103	IDD Line(Deposit RMB2000.00)	1100.00		
3203	256K(4IP)	3300.00		
3204	512K(4IP)	6050.00		
3205	1M(8IP)	9350.00		
3206	2M(16IP)	13750.00		
3207	4M(16IP)	20350.00		
3302	ADSL 1M(Deposit RMB500.00)	6600.00		
3303	ADSL 2M(Deposit RMB500.00)	8800.00		

Authorized by:

Name: _____ Booth No.: _____

Company: _____

Tel: _____ Fax: _____

E-Mail: _____ Date: _____

Important:

- 1.Full payment amount shall be remitted into our account while remitter shall bear the bank charge.Please refer to your bank for bank charge details.
- 2.Order without full payment will not be entertained.Late order subjected to availability and 30% surcharge.On site order subjected to 50% surcharge.

D Form(For Raw Space) Deadline Sep. 15,2014

Form 12: Truck Badge Application

Please download before fill-in. Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures. If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

Exhibition's Name: Security China 2014				
Contractor's Name:				
Exhibitor's Name:				
Booth No.:				
No.	License plate	Date	Time	Cargo
1				
2				
3				
4				
5				
6				
7				

Exhibitor's Name:

Contact: _____ Position: _____ Mobile No.: _____

Tel: _____ Fax: _____

E-Mail: _____ Hall: _____ Booth NO.: _____

Signature: _____ Date: _____

D Form(For Raw Space) Deadline Sep. 15,2014

Form 13: Worker Badge Application

Please download before fill-in. Your contractor can be assistance.

The contractor needs to submit the above forms to the Official Contractor to go through Indispensable Procedures. If the contractor is located in Beijing, original forms submission to the Official Contractor is required, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor.

Exhibition's Name: Security China 2014						
Contractor's Name:						
Exhibitor's Name:						
Booth No.:						
No.	Name	Age	Gender	Skill	Certification No.	ID No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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20						

THE ORGANIZER SUGGESTS YOU KEEP A COPY FOR FUTURE REFERENCE

Exhibitor's Name:

Contact: _____ Position: _____ Mobile No.: _____

Tel: _____ Fax: _____

E-Mail: _____ Hall: _____ Booth NO.: _____

Signature: _____ Date: _____



THE END

THANK YOU

The organizer of Security China Exhibition
and Security Sourcing Conference
Address: Room 1401, Tower C, International
Finance and Economy Center, NO.87,
West 3rd North Road, Haidian District,
Beijing, P.R. China
Tel: 0086-10-68730588
Fax: 0086-10-68730788
Website: www.securitychina.com.cn